

COLORADO DEPARTMENT OF LOCAL AFFAIRS

Directory of Services



Bill Owens
Governor of Colorado

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Welcome from Michael Beasley

Dear Fellow Coloradan:

Colorado's rich heritage is evident in the patchwork of communities that span from the eastern plains, to the western slope - from the southeast, to the northwest corners of our state.

While each region, county and municipality, represents a range of interests and characteristics, all of Colorado's communities are constantly changing, adapting and making policies to address the concerns of citizens.

The Department of Local Affairs (DOLA) is available to help strengthen Colorado's communities. The department focuses on improving communities' physical conditions, building partnerships and augmenting local leadership and governing capabilities through training, technical assistance, and financial support to local leaders and their staff.

In supporting Gov. Bill Owens' focus on local communities, the Department of Local Affairs has provided assistance in several key areas: education, transportation, public safety, rural health care, rural economic development, water resources and smart growth.

With the support of Gov. Owens and Colorado's legislature, DOLA is your partner in assisting local governments and communities by providing funding to projects such as local schools, transportation infrastructure, emergency response agencies, rural health care programs, rural economic development efforts, water and sewer systems and communities planning for and dealing with the impacts of growth.

Whether its affordable housing assistance or county assessor training, technical or financial assistance, please use this Directory of Services to learn more about the services available through DOLA.

I join Gov. Owens in encouraging local communities to learn more about the valuable resources the State of Colorado can provide to its citizens.

Sincerely,

Michael L. Beasley
Executive Director

WHO WE ARE



The Department of Local Affairs (DOLA) is committed to adapting to the changes communities are experiencing statewide. With increasing concerns about managing growth pressures, the department has adapted its programs and services to assist communities in addressing growth. While growth remains a concern for many communities, others are focusing on declining revenues. DOLA is poised to assist communities with whatever challenge they face.

The department offers a wide range of services to communities and local governments to help build their capacity. These services include specialized training, technical and financial assistance and emergency management.

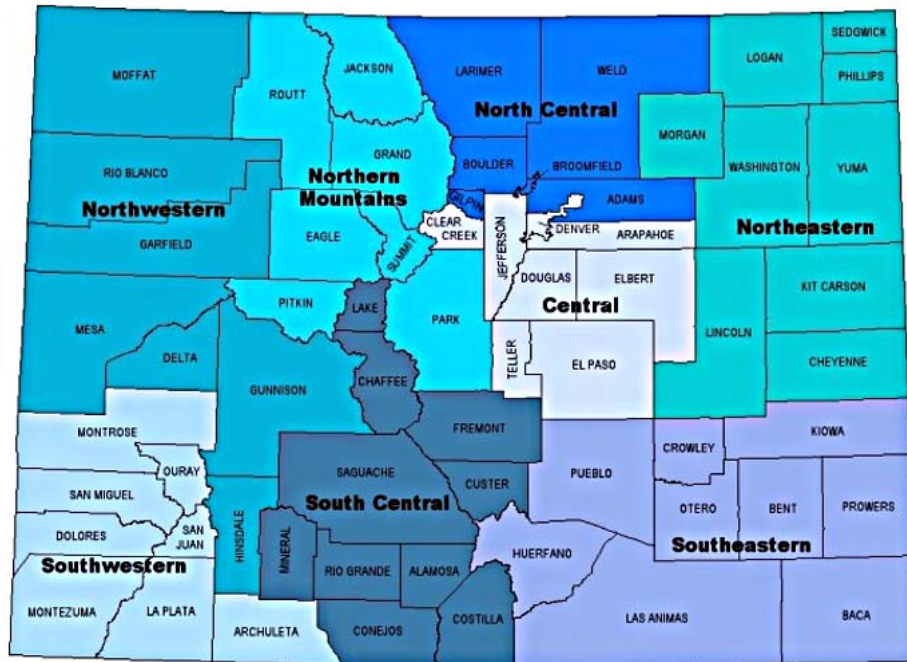


In addition to its central office located in Denver, the department has offices and staff throughout the state that provide hands-on services and assistance to communities on the local level. These individuals are knowledgeable about state programs that support community development and serve as a link between the community, the department and the Governor's Office.

www.dola.state.co.us

DOLA REGIONAL MANAGERS AND OFFICES

One of the department's key assets in carrying out our mandate is our team of field staff, who live and work in designated regions throughout the state. Their day-to-day activities enable us to have a thorough understanding of the unique needs, goals and accomplishments of Colorado's diverse communities. These local field representatives are extremely knowledgeable about their communities and are a valuable resource to Colorado.



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Steve Denney, Region Liaison

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John Pippenger, Property Tax Specialist

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SERVICES

Grants/Financial Assistance

The following grants and financial assistance are available through the department:

Affordable Housing

The department's Division of Housing disburses federal and state funds for various housing and shelter programs on a competitive application basis.



Assistance is offered to local communities for new housing and rehabilitation of existing housing from federal and state funds for direct loans; loan guarantees; equity investments; grants; and subordinated debt for construction or permanent financing. Short-term loans are available to local governments, non profits and housing authorities from the Home Investment Trust Fund. These loans can be useful for acquisition, construction and bridge financing. Types of housing can include multi-family apartments, single-family houses, homeless shelters and manufactured housing.



Rental assistance is offered to low-income families through local community agencies in about 30 Colorado counties. Where rental assistance is available, the division acts as a housing authority offering rental assistance.

Colorado's Private Activity Bond allocation program is administered by the division. The bond proceeds can be used for industrial development, single family mortgages, multi-family rental housing, student loans, solid waste disposal and water treatment. **For more information on affordable housing loans and grants, contact the Colorado Division of Housing at (303) 866-2033.**

SERVICES

Grants/Financial Assistance

For more information on the following grants, contact your local field representative unless otherwise noted. Information about DOLA grants is also available by calling the central office at (303) 866-2771, or viewing the department's website at www.dola.state.co.us



Community Development Block Grant

The “Small Cities” Community Development Block Grant (CDBG) program provides grants and loans for housing, public facilities and business assistance projects that primarily benefit low/moderate income persons or eliminate slums or blight. Eligible recipients are all municipalities and counties except those larger jurisdictions that receive CDBG funding on an “entitlement” basis directly from the U.S. Department of Housing and Urban Development.

Community Services Block Grants

The Community Services Block Grant (CSBG) program provides formula-based block grants to alleviate poverty in communities. Grantees receiving funds under CSBG are required to provide services and activities that address a) employment; b) education; c) better use of available income; d) self-sufficiency; e) housing; f) nutrition; and g) emergency services and/or activities to meet needs of low-income families and individuals.



Local Government Grant and Loan Directory:
<http://www.dola.state.co.us/fs/grants.htm>

SERVICES

Grants/Financial Assistance



Conservation Trust Fund

The department distributes Conservation Trust Fund monies from net Lottery proceeds to over 400 eligible local governments: counties, cities, towns and eligible special districts that provide park and recreation services in their service plans. Funding can be used for interests in land and water, park or recreation purposes, for all types of open space, including but not limited to flood plains, green belts, agricultural lands or scenic areas, for any scientific, historic, scenic, recreational, aesthetic or similar purpose. (CRS 29-21-101).

Disaster Relief/Emergency Assistance

Based in Golden, the Office of Emergency Management (OEM) provides financial and technical assistance to communities impacted by disasters such as flooding, tornadoes, wild fire and hazardous materials incidents, and assists in hazard mitigation.



Energy and Mineral Impact



The Energy/Mineral Impact Assistance program provides grants and loans for planning, construction and maintenance of public facilities and the provision of public services. Eligible recipients are municipalities, counties, school districts, special districts and other political subdivisions socially or economically impacted by the development, processing or energy conversion of minerals and mineral fuels.

Local Government Gaming Impact

The Local Government Gaming Impact program provides grants to finance planning, construction and maintenance of public facilities and for the provision of public services related to the impact of gaming. Grants may only be provided to local governments in gaming counties and counties which are geographically contiguous to the two gaming counties and the tribal lands.

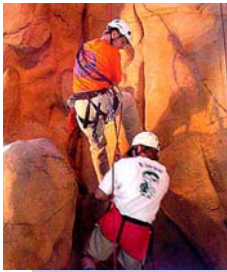
SERVICES

Grants/Financial Assistance



Office of Smart Growth—Heritage Planning

As part of Gov. Bill Owens' Smart Growth Initiative, Colorado Heritage Planning Grants were created to assist local governments in anticipating and responsibly addressing the unique public impacts caused by growth. Regional, multijurisdictional efforts to manage growth which are innovative, creative and promise replicable results are encouraged. Eligible recipients include local governments (or non-profits sponsored by local governments): towns, cities, cities and counties, counties, and Title 32, Article 1 special districts.



Search and Rescue

The state Search and Rescue fund reimburses county sheriffs for eligible costs associated with local search and rescue efforts. It also is a source of grant financing for search and rescue equipment and training.

Waste Tire Disposal and Recycling

The department provides funding for the clean-up of illegally disposed waste tires. The program also provides incentives to local governments and the private sector to re-use or recycle waste tires for projects such as the turf in the playground pictured at right.



Local Government Grant and Loan Directory:
<http://www.dola.state.co.us/fs/grants.htm>

SERVICES

Technical Assistance

The Department of Local Affairs' eight field offices are staffed by professionals who serve as the initial contact and customer representative for local governments who need technical and/or financial assistance. For a listing of the field offices, please refer to the Field Staff and Regional Offices directory on pages 4-5.

The following technical assistance services are offered by the department:



Emergency Services

The Office of Emergency Management (OEM), based in Golden, administers a comprehensive emergency management program for the State of Colorado. The OEM's goal is to help local communities reduce losses from disasters like floods, tornadoes, wildfires and hazardous materials incidents. This goal is accomplished by providing local governments with funding and technical help such as planning, training and exercise training. The comprehensive emergency

management program focuses on the four phases of emergency management: preparedness, mitigation, response and recovery.

In the event of a disaster or emergency, OEM may activate the State Emergency Operations/Coordination Center (SEOC) to support affected local jurisdictions. Emergency Response Coordinators from other state agencies and organizations report to the SEOC to offer support in the coordination of response and recovery efforts for state and federal resources.

When a local government's resources are depleted, they request state assistance. When the state's resources are depleted, federal assistance is requested. **For more information, visit the OEM website at www.dola.state.co.us/oem/oemindex.htm. The OEM can also be reached at (303) 273-1622. For emergencies, call (303) 279-8855.**



SERVICES

Technical Assistance

Financial Management

The Division of Local Government provides assistance in capital and operating budgeting, budget preparation and budget amendment, property tax revenue limits, revenue estimates, expenditure projections and related activities.



Professional assistance to local governments is provided in many areas of financial management, including investment and cash management strategies, short and long term capital financing options, revenue development, expenditure control, and banking. Staff are available to provide financial trend analyses, a valuable tool in predicting future outcomes. **For more information, contact: Susanna Lienhard at (303) 866-2354 or e-mail susanna.lienhard@state.co.us.**

Planning

The Office of Smart Growth provides professional assistance to local governments in their land use, environmental and capital improvement planning efforts. Training and technical assistance is made available to enhance a local government's capability to plan for the future. This includes information and training to assist in developing planning tools, examples of other local governments' planning tools, review of existing land use, capital budget, and growth management plans, and information exchange among local governments. OSG also maintains a list of qualified mediators which local governments can voluntarily utilize to settle disputes. The office was created by statute in 2000 (C.R.S. 24-32-3201), et. seq.



For more information, contact: Charlie Unseld at (303) 866-2353 or e-mail charles.unseld@state.co.us. The Office of Smart Growth's website is located at: www.dola.state.co.us/smartgrowth.

SERVICES

Technical Assistance

Special District Elections and Administration

Technical assistance in the areas of special district elections and administration is available through the department. All Title 32 Article 1 Districts are required by state statute to either conduct or legally cancel their biennial elections. Each year, an election calendar is available from the Division to assist districts in the process of conducting a coordinated election in November.

Department staff are available to assist districts with daily administrative operations including posting of meeting notices, open records, and compliance requirements of state statute. The department maintains information on each special district along with election results from the districts' regular biennial elections and special elections. **For more information, contact: Kerry Dwyer at (303) 866-2184, or email kerry.dwyer@state.co.us.**



Community and Neighborhood Development

DOLA also works to foster comprehensive community improvement by developing a coordinated state response to meet locally identified needs. Coordinating programs and policy at the state level, in conjunction with various local actions, will result in more efficient delivery of services and improved quality of life in

Colorado communities. To meet this goal, the state works in selected neighborhoods and communities to assess local resources and needs, network with internal and external partners to determine plans for meeting locally identified needs, mobilize resources to support community needs, and advocate policy and procedural changes to improve service delivery, community health, and other local outcomes. **For more information, contact: Sophie Faust at (303) 866-2156, or email sophie.faust@state.co.us.**

SERVICES

Technical Assistance

Purchasing

The State-Local Purchasing Program enhances the procurement programs of counties, municipalities, school districts and special districts with access to state awards, cooperative purchasing, technical information and procurement alternatives.

Assistance is also available to improve current procurement procedures, establish or update procurement codes, develop cooperative bids, develop product specifications and foster networking within the purchasing community. **For more information, contact: Susanna Lienhard at (303) 866-2354 or e-mail susanna.lienhard@state.co.us.**

Water and Wastewater System Management

Department staff can assist communities in addressing the range of water and wastewater problems they often face, from deteriorating distribution lines to inadequate budgeting and accounting practices. Department staff are available to analyze needs and develop goals, develop a capital improvement program, analyze rate structures for user and tap fees, coordinate with the Colorado Department of Public Health and Environment and other state and federal agencies, explore funding alternatives and identify plant operator training programs. **For more information, contact Barry Cress at (303) 866-2352 or e-mail barry.cress@state.co.us.**



Demographic Information

As the primary state agency for demographic information, department staff prepare, maintain, and interpret population statistics, estimates and projections. This includes distribution of the state's population by age, racial and ethnic groups for political and administrative subdivisions. This information is available in a variety of formats including online access. In addition, special data profiles are available for every county and municipality. Demographic information is also available through the Colorado Economic and Demographic Information System (CEDIS), an online service provided by the department. **For more information, contact the demographic information service line at (303) 866-4147, or the website, which is located at www.dola.state.co.us/demog/demog.htm**

SERVICES

Technical Assistance

Cartography/GIS

The cartography/GIS staff provides graphics, mapping and geographic information system (GIS) products and services in support of division and departmental programs. Information on local government boundaries is maintained in both paper map and digital geographic formats.

A complete listing of products and services can be reviewed at www.dola.state.co.us/cartog/cartog.htm. For more information, contact Marv Koleis at (303) 273-1802 or e-mail marv.koleis@state.co.us.

Housing

In addition to state and federal funding for various programs, the department's Division of Housing provides services including code enforcement, training and individual assistance to agencies for housing development and rehabilitation, and rental assistance.

Every five years, a report, the Consolidated Plan, is prepared for U.S. Department of Housing and Urban Development (HUD). It analyzes housing conditions and identifies priority needs, guides DOH decisions and long-term plans and is used by many housing agencies. The Division also publishes a semi-annual Colorado Apartment Vacancy and Rental Survey. The survey results are used to update the Consolidated Plan and as a primary resource for tracking the state's demand for rental housing.



The Affordable Housing Needs Impact Report is published annually which provides information on the demand for and supply of housing in Colorado. The Affordable Housing Regulatory Barriers Report analyzes the impact of regulation on new housing construction.

Housing continued on next page

SERVICES

Technical Assistance

The Division also coordinates Family Self-Sufficiency (FSS), a program offered to rental assistance recipients through their local community agencies. FSS helps families reduce dependency on rental assistance through job training, family counseling and education.

DOH inspects factory-built (modular) housing and commercial structures, manufactured homes and recreational vehicles sold in Colorado to ensure the safety of state residents. In addition, 15 Colorado counties do not have building departments. Hotels, motels and multi-family homes built in these counties are inspected as well. Consumer information service for owners of manufactured and factory-built housing is provided along with follow-up to consumer complaints for manufactured units built under HUD Manufactured Housing Code. For information on services provided by the Division of Housing, call (303) 866-2033.

Workforce Development

The Office of Workforce Development is charged with collaborating with several state agencies in the implementation of the federal Workforce Investment Act of 1998. The main functions of the office include the staffing of the Colorado Workforce Development Council, which recommends workforce policy to the Governor. The Office also manages key statewide workforce issues, manages and requests federal grants and provides support for local workforce boards, manages and oversees state and local youth councils, and creates operational standards for one-stop centers around the state. For more information, call (303) 866-4991.



SERVICES

Taxpayer Equity

Division of Property Taxation

Through its Division of Property Taxation (DPT), the department coordinates and administers the implementation of property tax law through the state's 64 counties. It operates under the leadership of the property tax administrator, who is appointed by the State Board of Equalization (state board).

In addition, the department's Board of Assessment Appeals (BAA) hears appeals filed by real and personal property owners on the valuation of their property.

In promoting equalization of property valuation for property tax purposes and providing assistance to county assessors, DPT's activities are divided into several sections.

Administrative Resources prepares and publishes administrative manuals, administrative procedures and instructions. It conducts schools and seminars regarding the administrative functions of the assessors' offices. It conducts field studies and provides statewide assistance in title conveyance, mapping, abstracting valuations, certification of values to taxing entities and feasibility studies. The section also investigates taxpayer complaints. It is responsible for various studies and reports such as the residential assessment rate study and the property tax administrator's annual report to the General Assembly and state board. It also coordinates with agencies that have an interest in property taxation. In addition, the field staff work closely with assessors in all areas of property taxation.



Appraisal Standards prepares and publishes appraisal manuals, appraisal procedures and instructions. It conducts schools and seminars regarding all areas of appraisal. It conducts field studies; provides statewide assistance in agricultural land classification, natural resources and personal property valuation in addition to assistance in the valuation of residential, commercial and industrial properties. The section assists in reappraisal efforts, reviews internal appraisal forms used by assessors and investigates and responds to taxpayer complaints.

SERVICES

Taxpayer Equity

Exemptions is responsible for determining qualification for exemption from property taxation for properties that are owned and used for religious, charitable, and private school purposes. Currently exempt property owners are required to file annual reports with DPT in order to continue exemption. The section provides assistance to counties and taxpayers with inquiries about exempt properties, conducts hearings on denied exemption applications and revocations of exemption and defends appeals of such denials and revocations.

State Assessed Properties values all public utilities and rail transportation companies doing business in Colorado. The company valuations are then apportioned to the counties for collection of the local property tax. The section conducts research projects in connection with state assessed companies, assists counties and taxpayers with inquiries on the assessment of public utilities and rail transportation companies, hears protests of the assigned values, and defends appeals of such valuations.

The DPT offers forms online at www.dola.state.co.us/dpt/dpt.htm. For information regarding property taxation issues, contact the Division of Property Tax at (303) 866-2371.

Board of Assessment Appeals

The Board of Assessment Appeals (BAA) hears appeals filed by real and personal property owners on the valuation placed on their property. The property owner can appeal decisions from county boards of equalization; the property tax administrator on state assessed properties; county boards of commissioners and the property tax administrator on prior year abatement/refund cases; and the property tax administrator on exempt property. Appeals also can be filed when a county assessor or county board of commissioners/equalization fails to make a decision on a matter properly presented.



Appeals must be made in writing to the three-member board which is appointed by the Governor and approved by the state Senate. Through state legislation, the Governor appoints additional members to one-year contracts.

The BAA offers forms online at www.dola.state.co.us/baa/baaforms.htm. The Board of Assessment Appeals can be reached by calling, (303) 866-5880.



HOW TO CONTACT US

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Workforce Development Council

Booker Graves, Director

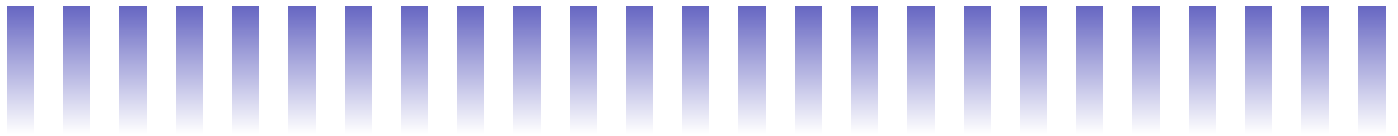
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HOW TO CONTACT US

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Division of Local Government

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Waste tire cleanup and incentives

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Division of Housing

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Building codes—multi-family
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Public Housing Authority programs

Division of Property Taxation

Assessor training and assistance
Property tax assessment training
Property tax exemptions
Public utilities assessment

Board of Assessment Appeals

Property assessment appeals



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